

TN Department of Children's Services (DCS)
Fiscal Administrative Services
RDA Index/Listing

Section	Records Series Title	RDA Number	Media	Disposition
Asst. Commissioner's Office	Administrative files	S836-1	Paper & Electronic	Destroy when no longer needed for reference.
Budget	Budget working papers	S1917	Paper & Electronic	Maintain records for three (3) yrs., then destroy.
	Budget records	S2159	Paper & Electronic	Maintain records for three (3) yrs., then destroy.
	Legislation analysis files	S836-1	Paper	Destroy when no longer needed for reference.
	Time and cost study files	2923	Paper & Electronic	Files are cut off at end of each fiscal year, then maintain in agency ten (10) yrs.; then destroy after audit.
Contracts	Contracts and Requests for proposal (RFP)	S2272	Paper	Files are cut off at end of each fiscal year, then maintain in agency three (3) yrs.; then destroy after closure of contracts and audit.
Eligibility	Administrative files	S836-1	Paper	Destroy when no longer needed for reference.
	Reference files	S836-10	Paper	Destroy when superseded, obsolete or no longer needed for reference.
Capitol Projects	Campus blueprints	S836-11	Paper	Destroy when superseded, obsolete, or no longer needed for reference.
	Safety program files	2899	Paper	Files are cut off at end of each three (3) yr. accreditation cycle, then destroy after ACA audit.
	Maintenance program files	S836-1	Paper	Destroy when no longer needed for reference.
Records & Information Management	Administrative files	S836-1	Paper	Destroy when no longer needed for reference.
	Closed DYD Youth Master files	2873	Paper & Microfilm	Files are cut off 09/30/1993, then maintain in State Records Center and various DCS locations until 9/30/2009 or until the youth's 29th birthday; then destroy.
	Closed DYD Youth-Miscellaneous Master files	2882 replaces 390 & 2241	Microfilm	Files are cut off at the youth's 22nd birthday, then destroy.
	Closed DYD Youth-Medical Master files	2866	Microfilm	Files are cut off at youth's 22nd birthday, then maintain agency seven (7) yrs., then destroy.
	Closed DYD Youth-Education Master files	2870	Microfilm	Files are cut off at youth's 22nd birthday, then maintain agency seven (7) yrs., then destroy.
Administrative Services	Forms justification and approval request	S1376	Paper	Retain in active files until forms approved by the Records Management division have been superseded or deleted by the agency.
	Include additional record series. Review RIW process with Dunn.			

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Fiscal Director	Administrative files	S836-1	Paper	Destroy when no longer needed for reference.
	Attendance and leave records	S1505	Paper	Files are cut off at the end of each fiscal year then, maintain in agency three (3) yrs.; then destroy after audit when required.
Accounting	Substitute W-9 forms	S1736	Paper	Maintain records in office for one fiscal year. Transfer to State Records Center for two (2) years, then destroy after audit.
	1099 Printouts	S1736	Paper	Maintain records in office for one fiscal year. Transfer to State Records Center for two (2) years, then destroy after audit.
	359 Positions	S1915	Paper	Maintain records in office one (1) year from date and then destroy.
	Disbursement voucher batch slip	S1736	Paper	Maintain records in office one fiscal year. Transfer to State Records Center for two (2) yrs., then destroy after audit.
	Warrant cancellation transmittal slip	S1734	Paper	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
	Health dept. clinic visit form	S1733	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Application for certified copy of birth certificate	S1733	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Verification of birth or death	S1733	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Birth, death, marriage, divorce	S1733	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Daily Summary of written warrants	S1915	Paper	Maintain in office for one (1) yr. from date and then destroy.
	Accounts receivable JV (type A)	S1729	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Deposit slips (type C)	S1730	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.

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Certificates of deposits	S1730	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
Accrued liability JV (type G)	S1731	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
Front-end journal voucher (type I)	S1732	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
Journal voucher (type J)	S1733	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
Warrant cancellations (type W)	S1734	Paper	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
Deposit slips-Treasury (type U)	S1735	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
Reallocations journal vouchers (type H)	S1739	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
Treasury transfer journal vouchers (types L & Z)	S1740	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
Daily grant drawdown report	S1740	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
Federal draw request memos	S1740	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.

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	Grant status report	S1912	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Schedule of grant activity	S1912	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Spending/receipt plan YTD status report	S1912	Paper	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs. Destroy after audit.
	Daily transactions posted	S1913	Paper	Maintain records in office by effective month. Destroy records after monthly accounting reports have been reviewed.
Payables	Foster care remittance advices	S1730	Paper & COM	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
	Medical invoices	S1736	Paper & Microfilm	Maintain records in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs, then destroy after audit.
	Adoption assistance remittance advices & turnaround documents	S1730	Paper & COM	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
	Standard Claim Invoice	S1730	Paper & Microfilm	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
	Daily error reports	S1914	Paper	Maintain in office one (1) week and then destroy.
	Vendor invoices	S1736	Paper	Maintain records in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs, then destroy after audit.
	Travel claims	S1736	Paper & Electronic	Maintain records in office for one (1) fiscal year. Transfer to State Records Center for two (2) yrs, then destroy after audit.

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Payroll & Travel	Court orderd liens & garnishments	S1738	Paper	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
	Payroll action	S1738	Paper	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
	Payroll audit reports	S1738	Paper	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
	Payroll journal vouchers (type Q)/JV & payroll register	S1738	Paper & Microfiche	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
Receivables-Federal/State	Medicaid Summary	S1730	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
	Daily funding	S1730	Paper	Maintain by fiscal year in office. Destroy records after six (6) yrs. and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six year period.
	Medicaid Receipts	S1730	Paper	Maintain by fiscal year in office. Destroy records after 6 yrs. and audit. Records may be transferred to the State Records Center after 1 year if office storage space is not available for the six year period.
Receivables-Trust	Children's Trust Account (Michael B. lawsuit) ledgers	R2509	Paper & Electronic	Files are cut off at end of child's release from state custody, then maintain in agency 6 yrs.; then destroy after audit.
	Children's Trust Fund accounts	R2509	Paper & Electronic	Files are cut off upon child's 21st birthday, maintain in agency 6 yrs; then destroy after audit.